

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

October 26, 2011

SUBJECT: ON-CALL STATUS - SUPERIOR COURT - RENAMED; AND
ON-DUTY DAY-WATCH EMPLOYEE - RESPONSIBILITY AND
OFF-DUTY EMPLOYEE - RESPONSIBILITY - REVISED AND RENAMED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises and renames Department Manual Sections 3/212, *On-Call Status - Superior Court*; 3/212.10, *On-Duty Day-Watch Employee - Responsibility*; and 3/212.20, *Off-Duty Employee - Responsibility*. There have been incidents where off-duty Department employees have responded to court locations after being served with on-call subpoenas, which have resulted in unnecessary overtime expenses. Effective immediately, an employee shall report to court or remain on-call, as directed by the subpoena. These procedures apply to all courts.

PROCEDURE:

- I. **ON-CALL STATUS - SUPERIOR COURT - RENAMED.** Department Manual Section 3/212, *On-Call Status - Superior Court*, has been renamed as *On-Call Status - Court*.
- II. **ON-DUTY DAY-WATCH EMPLOYEE - RESPONSIBILITY - REVISED AND RENAMED.** Department Manual Section 3/212.10, *On-Duty Day-Watch Employee - Responsibility*, has been revised and renamed as *On-Duty Day-Watch Employee's Responsibilities*.
- III. **OFF-DUTY EMPLOYEE - RESPONSIBILITY - REVISED AND RENAMED.** Department Manual Section 3/212.20, *Off-Duty Employee - Responsibility*, has been revised and renamed as *On-Call Status and Off-Duty Employee's Responsibilities*.

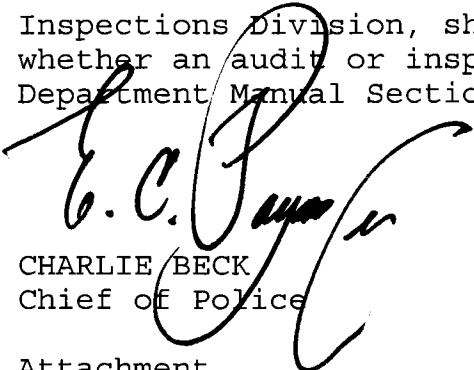
Attached are the revised Manual Sections with revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/212, 3/212.10, and 3/212.20 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

October 26, 2011

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 23, 2011

212. ON-CALL STATUS – COURT.

212.10 ON-DUTY DAY-WATCH EMPLOYEE'S RESPONSIBILITIES. An employee assigned to day watch who receives a subpoena for "on-call" court and who is on-duty on the date of the court appearance shall:

- Report for his/her normal duty assignment;
- Advise his/her supervisor of the "on-call" status for that date; and,
- Cause the subpoena control officer to place a check mark in the "on-call" column opposite the employee's name on the concerned entry in the Employee Subpoena Record, Form 15.29.00.

212.20 ON-CALL STATUS AND OFF – DUTY EMPLOYEE'S RESPONSIBILITIES. *An employee shall report to court or remain on-call, as directed by the subpoena. When a subpoena includes a statement that the concerned employee has been placed "on-call," the off-duty employee shall not report to the designated court, unless directed to do so by the concerned court liaison personnel or the assigned prosecuting attorney. When an off-duty employee receives an on-call subpoena, he/she shall:*

- *If working, notify the day-watch watch commander that the employee is on-call for court;*
- *Ensure that the Area/division subpoena control officer has a valid telephone number where the employee can be reached; and,*
- *Be available to appear in court within one hour after receiving notification to report to the concerned court.*

The employee shall remain on-call until 1600 hours that day, unless notified earlier of the termination of the employee's on-call status.